

Hall of Records  
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE  
To Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. C-120PAGE  
NO. 1.

1. Requesting Agency

WICOMICO COUNTY

2. Division or Bureau of Requesting Agency

BOARD OF COUNTY COMMISSIONERS

3. Authorization Requested (Check only one of the squares below).

A

☒ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☐ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.1. TAX ANTICIPATION NOTES

Size: 5" x 11" x 2"

Dates: 1933-1940

Quantity: 1 pad

File Arrangement: By serial number

Annual Accumulation: Discontinued

Prior to the annual collection of taxes, counties occasionally must borrow in anticipation of taxes to meet current expenses. Wicomico County may now borrow from the Road Fund when authorized by the Board of County Commissioners, whereas formerly the County borrowed from local banks. This record is composed of duplicates of notes given to the banks showing the date, the duration of the note, the amount, the levy year, the name of the bank, the text of the resolution of the Board of County Commissioners to borrow money, their stamp and the signature of the President of the Board and of the Treasurer.

RECOMMENDATION: DESTROY ACCUMULATION.

2. PUBLIC ASSISTANCE APPLICATIONS

Size: 8½" x 11"

Dates: 1935-1940

Quantity: 13 binders, 1 bundle

File Arrangement: Chronological

Annual Accumulation: Discontinued

Disposable Amount: 1 cubic foot

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

COUNTY COMMISSIONERS OF WICOMICO COUNTY

Signature

President

December 3, 1957

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date

Archivist

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)SCHEDULE  
NO.

C-100

PAGE  
NO.

2.

4.  
Item  
No.

## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

These are form applications for public assistance showing the date, the name and address of the applicant, the case number, the number of persons in the family, the race, the number of persons in the family who are employable and unemployable, the investigation report, and the amount approved.

RECOMMENDATION: DESTROY ACCUMULATION.

3. APPLICATIONS FOR FREE HOSPITALIZATION

Size: 3½" x 6"

Dates: 1939

Quantity: 1 carton

File Arrangement: Alphabetical by name of applicant

Annual Accumulation: Discontinued

Disposable Amount: 2 cubic feet

This is a file of form applications for free hospital treatment at the Peninsula General Hospital showing the signature of the applicant, the name of the guarantor, the signatures of the physician and of one taxpayer. The reverse side of the card contains the report of the financial investigation of the applicant.

RECOMMENDATION: DESTROY ACCUMULATION.

APPROVED  
HALL OF RECORDS COMMISSION

*[Signature]*